



September 8-9, 2004 / Atlanta, Georgia

# ***Validating Reports & Data Elements***

**Renaissance Waverly Hotel • 2450 Galleria Parkway • Atlanta, GA**

## **DESCRIPTION OF SESSION:**

The session will cover updates to the U.S. Department of Labor's data validation requirement for Employment and Training Administration (ETA) programs, including soon to be announced recent changes to this requirement and software revisions. The session is intended for state staff experienced in conducting data validation reviews. The session will be designed to be interactive, allowing attendees opportunities to ask policy and procedural questions and to explore features of the software. The data validation policy for employment and training programs was initially announced in Training Employment Guidance Letter No. 3-03 issued on August 20, 2003. The data validation policy requires states and other grantees to ascertain the validity of report, and participant record data submitted to ETA and to submit reports on data accuracy.

State and other grantee staff involved in data validation activities for the following programs should attend this two-day session:

- Employment Service (ES) Program;
- Workforce Investment Act (WIA) Title IB Programs; and
- Trade Adjustment Assistance (TAA) Program.

The session will be conducted by staff from ETA's national office in Washington, DC, and ETA contractor staff involved in the development and implementation of the data validation requirement and software application. The session will be conducted on September 8, 2004, from 1:00 p.m. to 5:00 p.m. and on September 9 from 8:30 a.m. to 12:00 p.m.. Please contact Anna Thomas of ETA's Atlanta Regional Office if you should require additional information about this session. She may be reached at 404.562.2095 or by e-mail at [thomas.anna@dol.gov](mailto:thomas.anna@dol.gov).

## **REGISTERING ATTENDANCE FOR THE TWO-DAY SESSION:**

Fax a completed registration form to Anna Thomas at 404.562.2150 by the close of business on **Monday, August 23, 2004**. The registration form is attached to this handout.

## **CONFERENCE SITE AND HOTEL ACCOMMODATIONS:**

Renaissance Waverly Hotel  
2450 Galleria Parkway  
Atlanta, GA 30339  
Telephone: 770.303.3142  
Fax: 770.303.3276

A block of rooms will be held under the ***U.S. Department of Labor – Data Validation*** at the special group rate of \$112.00 per night, plus a 13% sales tax. To reserve a room, please call the hotel directly at 1.888.391.8724, **no later than Monday, August 23, 2004**. After this date, these special rates and/or availability cannot be guaranteed. Please be sure to identify yourself as part of the ***U.S. Department of Labor – Data Validation*** room block to receive the special rates. Please provide a major credit card when making your reservation to guarantee your room. Room and tax charges, along with all incidental charges, are the responsibility of each individual and must be paid upon departure.

## **CANCELLATIONS:**

If for some reason you need to cancel your registration, please call 1.888.391.8724 to cancel your room reservation. *Renaissance Waverly Hotel- Galleria requires at least 24-hour notice prior to arrival.*

## **AIR/TRAIN TRANSPORTATION:**

***You are responsible for making your own transportation arrangements.***

## GROUND TRANSPORTATION AND PARKING:

The *Renaissance Waverly Hotel - Galleria* is located 22 miles from Hartsfield-Jackson International Airport. The following travel cost to the hotel from the airport is approximate and can vary depending on traffic conditions. The one-way taxi fares run approximately \$40.00 from the airport.

**“Galleria Direct” Airport Shuttle (770.955.1550):** provides airport shuttle service every 30 minutes to and from the airport at the following rates:

One-way: \$20.00 per person

Round-trip: \$35.00 per person (Please specify *U.S. Department of Labor – Data Validation* to receive special rate)

**Parking** is complimentary. Overnight valet parking is \$10.00 per day.

## DIRECTIONS:

**Traveling WEST on I-20:** Cross over Exit #67 (I-285). Cross over 75/85 Connector. Take Exit #51 (I-285 North). Follow to Exit #19 (Cobb Parkway/Highway 41), turn **RIGHT** on Cobb Parkway. Turn **LEFT** at the next traffic light (Galleria Drive). Hotel entrance is ¼ mile on the **RIGHT**.

**Traveling EAST on I-20:** Take Exit #51B (I-285 North). Proceed to Exit #19 (Cobb Parkway/Highway 41) then turn **RIGHT** onto Cobb Parkway. Turn **LEFT** at the first traffic light. Follow the road about ¼ of a mile and the Hotel will be on your **RIGHT**.

**Traveling SOUTH on I-75:** Take Exit #258 (Cumberland Blvd.) Turn **RIGHT** at the light. Turn **RIGHT** at the first light onto Cobb Galleria Parkway. Take forced **LEFT** around fountain. Hotel is straight ahead.

**Traveling SOUTH on I-85:** Take Exit #95 (I-285 WEST). Proceed to Exit #20 (I-75 North/South & Highway 41/Cobb Parkway). **\*\* (Note: Do not take Highway 75, go straight to Highway 41/ Cobb Parkway). Get in the left-hand lane to turn LEFT onto Cobb Parkway. Go under the overpass. Turn LEFT at the second traffic light (Galleria Drive). Follow the road about ¼ of a mile and the hotel will be on your RIGHT.**

**Traveling WEST on I-285:** Proceed to Exit #20 (I-75 North/South & Cobb Parkway/ Highway 41). **\*\* (Note: Do not take Highway 75, go straight to Cobb Parkway. Go under the overpass. Turn LEFT at the second traffic light (Galleria Drive). Follow the road about ¼ of a mile and the hotel will be on your RIGHT.**

**Traveling NORTH on I-75:** Take Exit #258 (Cumberland Blvd.) Turn **LEFT** at the light. Turn **RIGHT** at the second light onto Cobb Galleria Parkway. Take forced **LEFT** around fountain. Hotel is straight ahead.

**Traveling from the AIRPORT:** Follow signs to Camp Creek Parkway. Turn **RIGHT** onto I-285 NORTH. Follow to Exit #19 (Cobb Parkway/Highway 41). Take a **RIGHT** onto Cobb Parkway/Highway 41. Take a **LEFT** at the first traffic light (Galleria Drive). Follow the road about ¼ of a mile and the hotel will be on your **RIGHT**.

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### ETA REGION III- ATLANTA

#### SESSION ON DATA VALIDATION FOR WIA, LABOR EXCHANGE AND TAA PROGRAMS

SEPTEMBER 8-9, 2004

#### REGISTRATION FORM

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Direct Phone: \_\_\_\_\_ Direct Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Please let Anna know if you require special accessibility or accommodations at this function. Please fax this completed form to Anna Thomas at 404.562.2150.